

North Carolina Internship Council Meeting Minutes
Friday, February 10, 2017, 10:00 a.m.
Large Commission Room, Governor's Crime Commission
1201 Front Street, Raleigh, NC

Members Present: *Dr. Anne York (Acting Chair), Dr. Elisha Savchak-Trogdon, Mary Beth Pruitt, Dr. Mark Hammond, Robin Perry, Dr. Manuel Dudley, Jason Tyson, Damian Walker, Neal Inman*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff, Adjunct Reviewers Present:
Mary Williams-Stover, Interim Director N.C. Council for Women and Youth Involvement, Candace Dudley, Internship Coordinator, Olivia Jackson, Internship Intern, Larry Yates, Principal Program Evaluator, Brianna Van Stekelenburg, Research Analyst, Kiricka Y. Smith, C.O.P.E. Program Coordinator, Ashley Bass-Mitchell, C.O.P.E. Project Assistant

Meeting was called to order by Chair Dr. Anne York at 10:10 a.m.

Welcomes and Introductions were given by present members and adjunct reviews.

Approval of Minutes: Anne sought approval for the September 16, 2016 meeting minutes. The minutes were approved.

Director's Report: Mary Williams-Stover brought greetings on behalf of the Department of Administration and the N.C. Council for Women and Youth Involvement. She made the council aware that Gale Wilkins, the previous Director, is no longer with the council and she will be the Interim Director. Mary thanked the Council for all that they do to make this program a success and for all of your support. Also, she gave thanks to those who were responsive in coming to their campus to speak about the Women's Speaker Series. She encouraged council members if you would still like for her to come, please let her know. Also, if anyone needs any assistance please contact her.

Internship Program Report: Recruitment for 2017 Interns: The Program Booklet was published on October 13, 2016. Travel and staffing reductions will continue to limit staff recruitment activities, however; we are getting plenty of applications using e-recruitment activities. We conducted recruitment by correspondence either by e-mail, press releases, or social media announcements. The Office of the Governor and DOA sent press releases, and we also posted announcements on Facebook and Twitter. We sent the announcements to former interns to request that they assist with recruitment, and we also inform former applicants who were not placed in the program. UNC-Pembroke, Meredith College, NC State University (Environments Science Department), was eager to increase awareness among their students. As a result, Candace came and conducted an informational session for students. Due to the applications being online this year through NEOGOV, we received 2,219 applications. 67% of the applications we received will be reviewed by the Council today. There were some pros and some cons from the applications being online rather than mail-in:

- ◆ Some applicants were not qualified but still submitted applications.
- ◆ Some applicants did not fill in the applications completely because they felt that they had attached a resume and that would be ok.
- ◆ Students had a difficult time attaching information.
- ◆ The State system does not allow me to retrieve the stats that we usually have for the projects.

Many council members suggested things to make this process move a little more smoothly. Some suggestions were to have a quota for the number of applications that we receive. Other suggestions were adding additional reviewers, working with the Simplicity app, etc. The council decided that we should have a better screening process from the software we are using. Candace anticipates that the program will be able to hire up to 95 interns for the Summer 2017.

**2017 State of North Carolina Internship Program
Project Proposals Approved**

Department	# of Projects	# of Interns	# of 100% Funding	# of 50% Funding	Location of Positions
Administration	3	3	2	1	Raleigh
Administrative Office of the Courts	1	1	0	0	Raleigh
Agriculture and Consumer Services	1	1	0	0	Raleigh
Commerce	3	3	0	0	Mars Hill, Pleasant Hill, Raleigh
Community College System	1	1	0	0	Raleigh
Environmental Quality	8	8	2	0	Beaufort, Manteo, Morehead City, Mooresville, Raleigh, Wilmington
General Assembly House of Representatives Senate	2	2	0	0	Raleigh
Governor, Office of	2	4	0	0	Raleigh
Health and Human Services	7	7	2	1	Butner, Morganton, Raleigh
Information and Technology Services	1	2	2	0	Raleigh
Insurance	1	1	1	0	Raleigh
Judicial Appellate Supreme Court	2	7	0	0	Raleigh
Lieutenant Governor, Office of	1	1	0	0	Raleigh
Natural & Cultural Resources	30	31	1	6	Asheboro, Beaufort, Carolina Beach, Connelly Springs, Fayetteville, Four Oaks, Halifax, Kure Beach, Manteo, Pine Knoll Shores, Pinnacle, Raleigh, West Jefferson, Winnabow
Public Instruction	5	6	1	3	Raleigh
Public Safety	10	13	4	9	Raleigh
Revenue	3	3	0	0	Raleigh
Transportation	1	1	1	0	Raleigh
TOTAL	82	95	18	20	

Total Projects Approved: 82 Total Interns Approved: 95

Old Business:

Dr. Anne York read into the minutes that The State Ethics Commission noted a potential conflict of interest for: Rep. Stephen Ross, Dr. Elisha Savchak-Trogdon, and Mr. Cornelius Graves.

There were no other potential conflicts of interest.

Member Damian Walker presented a possible issue with the dates of the Internship Program. He suggested that the dates not run into August, because it will present a problem for those who are sub-leasing an apartment for the summer. Moving the dates so the program would go through July 31st would make housing accommodations easier for students. A survey was sent out to previous interns (2015 & 2016) to get their feedback on housing.

New Business: The next Council meeting is scheduled to start at 10:00am on **Friday, September 22, 2017.**

The State of North Carolina Government Internship Program Summer 2017 Program Calendar

February 22 – March 7 (Wednesday - Tuesday)	Supervisor Phone Interviews
March 15, 2017 (Wednesday)	Intern and Supervisor Preference Forms Due
March 22, 2017 (Wednesday)	Notification of internship placements to students (e-mail)
April 7, 2017 (Friday)	Supervisors and Department Coordinators notified of placement status *
May 30, 2017 (Tuesday)	Intern Orientation
May 30 – August 4, 2017	2017 Internship Program

Review of Screening Procedures: Candace reviewed eligibility criteria and the application screening procedures. Each application will be reviewed by one reviewer. Anne and James have revised the screening form to make it easier to review. Candace reported that the applications have been screened for completeness and eligibility. Law students have submitted writing samples. Recommendation letters were neither solicited nor required but may be included, and unofficial transcripts are acceptable. Council members were also provided with a breakdown of applications received by projects. An ethics reminder was provided to all screeners. Candace mentioned that any applications that were not reviewed, we will have people in the Department to review them.

Review of applications began at 10:40 a.m. and continued until adjournment at 3:15 p.m.
